

CWD designs, markets & sells the highest performing consumer electronics that are smart, simple, and stylish. From high fidelity turntables to wireless video connectivity systems, we create innovative products that empower people. Our success is measured in our customer satisfaction ratings and dedicated following. We have been in business since 1961 and our creations can be found in millions of homes. Together in teams, as a company, as a community, we are committed to
Creating What's Different!

CWD is looking for a **Part-Time Office Cleaner** to join our exceptionally talented and collaborative team! Reporting to the Warehouse Supervisor at our Niagara Falls location, the successful candidate will be responsible for taking care of our office by carrying out various cleaning and maintenance tasks. The main goal will be to create and maintain a safe, healthy, and welcoming environment for our team members through excellent cleanliness and hygiene.

If you are someone that likes a challenge and are continuously striving for excellence, then this is the perfect opportunity for you!

What We Offer:

- Full comprehensive benefits (dental, medical and eye) 80/20 split-single coverage
- Team events
- 50% off on CWD brands

Key Responsibilities:

- Thoroughly clean and disinfect all assigned areas, including but not limited to restrooms, lunchroom, conference rooms, hallways, and offices
- Dust and polish furniture; wash walls and windows; clean ceiling vents; sweep, mop, and vacuum floors; empty wastebaskets
- Clean and restock restrooms with toilet paper, paper towels, soap, and other necessary supplies
- Disinfect surfaces, including desktops and shelves
- Complete outdoor seasonal maintenance (salting and shoveling in the winter and watering the plants in the spring, summer and fall)
- Notify supervisor of any maintenance or repair needs in assigned areas
- Report any safety hazards or incidents to supervisor immediately
- Keep an inventory of all cleaning supplies and ordering them as needed
- Perform and document routine inspection and maintenance activities
- Adhere to strict confidentiality standards
- Complete other duties as assigned

Qualifications:

- High school diploma
- One (1) to two (2) years of experience working as an office cleaner or a similar role
- Experience working in a corporate environment

- Comfortable working at heights
- Working knowledge of cleaning chemicals and supplies
- Familiar with Safety Data Sheets (SDS)
- Ability to stand for long periods of time and lift up to 50 pounds
- Excellent organization and time management skills
- Integrity, reliability, and trustworthiness to be left to work independently
- Detail oriented problem solver
- Strong communication and interpersonal skills
- Ability to work in a fast-paced ever-changing environment

This is a part-time permanent role working 20 hours a week. Hours of work for this position are Monday to Friday from 9:00 a.m. to 1:00 p.m. There will be an earlier start time during the winter months to allow for salting and snow removal.

If the above interests you, then apply to join our fast paced, creative, and energetic team!